

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING

December 10, 2013

PRESENT: Tom Diedrick, Lisa Van Donsel, Keith Pamperin, Bill Clancy,
Larry Epstein, Joan Swigert, Steve Daniels, Melanie Maczka, Pat Hickey,
Corrie Campbell, Barb Robinson, Beth Relich

EXCUSED: Marvin Rucker, Donajane Brasch

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers,
John Holzer, Tina Whetung, Diana Brown, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 11:05 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by Ms. Whetung of American Red Cross, Ms. Brown and Ms. Misovec of N.E.W. Curative, Ms. Christianson, Ms. Giesen, Ms. Westphal, Ms. Bowers, and Mr. Holzer of the ADRC, the current ADRC Board of Directors, and Ms. Campbell, the Brown County Board of Supervisors Representative on the ADRC Board for 2014 through 2016.

ADOPTION OF AGENDA: Mr. Diedrick requested adding the Nominations & Human Resources Committee Report after agenda item #9. Ms. Van Donsel/Ms. Swigert moved to adopt the agenda with the above noted change. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 24, 2013: Mr. Epstein/Ms. Campbell moved to approve the minutes of the regular meeting of October 24, 2013. Mr. Diedrick noted that Ms. Campbell's appointment has not yet been approved by the County Board and; therefore, is not a voting member of the ADRC Board at this time. He amended Sup. Campbell's vote and requested another member second the motion. Sup. Clancy seconded the approval of the minutes of the regular meeting of October 24, 2013. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

- A. REVIEW AND APPROVAL OF FINANCE REPORT:** Ms. Bowers reviewed the October 2013 Financial Highlights (enclosure) indicating that we are under budget in salary and fringe due to vacancies that occurred. We have been able to capture additional Medicaid Administrative funds in excess of the budget due to hiring the Nursing Home Relocation position created and filled in 2013. The average meal donation is up by .30/meal compared to the current budget. Overall, the budget

outlook is positive through the rest of the year. Ms. Bowers noted that at the January meeting we will be reviewing the preliminary end of year reports.

Mr. Pamperin/Ms. Hickey moved to approve and place on file the October 2013 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no Restricted Donations.

REVIEW AND APPROVAL OF s.85.21 SPECIALIZED TRANSPORTATION APPLICATION:

Ms. Giesen referred to the summary of the s.85.21 Specialized Transportation Assistance Program, a State Transportation Program that funds transportation services for older adults and persons with disabilities (enclosed). She explained that in 1993 the ADRC was authorized to manage this program for Brown County. Brown County's 2014 allocation is \$511,015 is based on the population's percentages within in the County of older adults and adults with disabilities. This allocation requires a 20% county levy match of \$102,203. In 2014, we will be funding seven projects: American Red Cross, N.E.W. Curative, two different projects within Brown County Human Services, the Salvation Army, Oneida Elder Services and our ADRC Rural Driver Escort Program. As required by the application, a public hearing was held on November 13th for the purpose of receiving public feedback on the program effectiveness and opportunities to fill gaps. Ms. Giesen noted that there were no adjustments made to the application as a result of the public hearing and requested board approval of the s.85.21 Specialized Transportation Draft Plan. After approval by the ADRC Board, it will move on to the Transportation Coordinating Committee and finally to the State by the end of the year.

After discussion Ms. Hickey/Mr. Daniels moved to approve the s.85.21 Specialized Transportation Application. **MOTION CARRIED.**

CONSTRUCTION UPDATE – JOHN HOLZER: Mr. Holzer stated he wanted to update the board about the construction project that is underway. This project was approved by the board back in the summer 2013, due to the ADRC's growing need for additional office space. The project is moving forward following the County process for soliciting and awarding bids for construction. Mr. Holzer reported that four offices, being converted into double offices, will be completed next Friday and on Thursday there will be a contractor walk-through for the next phase of increasing the number of offices on our east hallway. Bids will be due on December 30 with a contract award and bid opening on January 6th. Construction will begin in late January of 2014 and continue into February. Six offices will be made into eight offices and one office, in the support area, will be made into a double office with completion expected around the end of February 2014.

An inquiry was made regarding the exploration of an audio looping system to support persons with hearing impairments in our AddLife Center activity space. Ms. Christianson noted that with the modernization of our AddLife Center public space planned for next year, hearing aid looping will definitely be included in our design.

CONTRACT, MOU's (Memorandum of Understanding), AGREEMENTS GUIDE: Ms. Christianson began by explaining that the ADRC does have a Contract Policy designed to mirror Brown County's Contract Process. The County process requires several layers of review and approval prior to contracts and/or MOU's being signed. This process can take a tremendous amount of time and has, in the past, created an unfortunate problem in timing. The ADRC has missed out on some opportunities to apply for grants, submit applications, and sign contracts and MOUs according to deadlines. In light of these situations, referencing the handout provided to the board, Ms. Christianson inquired if the board would review projects that have a financial impact, approve a dollar amount, and then allow her to bring the details as soon as they are available. She would be able to sign and move the project forward, but would bring the applications/grants/contracts to them during a monthly board report. Those MOU's that do not have a financial impact, the Director could sign if there is a deadline outside of the board meeting schedule, and bring the document to the next scheduled meeting. If there is a purchase contract where the Brown County Contract Template has been used, then the ADRC board would only be involved if it was a request for additional funds. Ms. Christianson shared with board members a draft Approval Process for Grants, Applications, Contracts, and MOU's (enclosure) which provided a detailed process for each type of document and noted that this would become a regular Board agenda item to keep the board informed.

Mr Epstein commented that the chart is helpful but we should assure the content is added to the ADRC full policy. Ms. Christianson assured him this would occur.

Ms. Maczka/Ms. Relich moved to approve the Grant, Applications, Contracts, and MOU's Approval Process as presented. **MOTION CARRIED.**

NOMINATIONS & HUMAN RESOURCES COMMITTEE REPORT: Mr. Diedrick reported that the Nominations & Human Resources Committee met prior to this Board Meeting for the purpose of conducting the Executive Director's performance evaluation. Ms. Christianson sent out a self-evaluation to the committee using the same format as the rest of the ADRC Staff. The committee met today to review a summary of the committee's comments with Ms. Christianson. Mr. Diedrick highlighted Ms. Christianson's strengths and recognized her role, not only in the community but also at the state and national level. It is the unanimous recommendation of the Nominations

and HR Committee that the board precede with the outline of Ms. Christianson's original employment agreement for this position effective January 1, 2014.

Mr. Pamperin/Ms. Hickey moved to approve the Nominations and HR Committee Report, the evaluation of the Executive Director, and the employment agreement of the Executive Director effective January 1, 2014. **MOTION CARRIED.**

Individuals expressed their gratitude and compliments to Ms. Christianson for her passion and advocacy.

LEGISLATIVE UPDATE:

- Mr. Diedrick announced that December 14th is the day the Legislative Fiscal Bureau and the Department of Health Services is scheduled to release to Joint Finance their findings as to whether or not Family Care is a viable alternative to the provision of Long-Term Care Services.
- Ms. Christianson distributed a handout, provided by Ms. Hickey, on *The Olmstead Decision*. Ms. Hickey and Ms. Van Donsel expressed concern with regard to how the Olmstead Decision is interpreted by the Centers for Medicare and Medicaid Services (CMS), the proposed Home and Community-Based (HCBS) Regulations, and the possible impact it could have on sheltered workshops. Discussion ensued. Ms. Christianson asked the Board if they would like her to pursue having the ADRC Board Meeting in February at Aspiro. The group requested this occur.
- Ms. Christianson announced the upcoming Legislative Breakfast at Aspiro from 7:30 a.m. to 9:00 a.m. on Friday, January 10th. There is usually a large panel of legislators and providers in attendance. She asked that board members interested in attending let her know so she can RSVP by Friday.
- Ms. Van Donsel announced that Mental Health America in Brown County is closing and they will be making a gift of at least \$500 to the ADRC with the preference that it be used for prevention, treatment of people with mental illness, alcohol, and drug abuse, and prevention of mental health issues of staff.
- Sup. Clancy took a moment to thank the Board and the Directors stating that this has been one of the most pleasurable boards he has served on and expressed his appreciation for the ADRC's advocacy. The Board also thanked Sup. Clancy for his contributions to the ADRC Board. A recognition gift was given to Sup. Clancy for his many years of service.

ANNOUNCEMENT – BOARD CALENDAR FOR 2014: Mr. Diedrick reminded board members to put the 2014 meeting dates on their calendars.

NEXT MEETING – JANUARY 23, 2014: Mr. Diedrick thanked the full board for their service on the board during 2013.

ADJOURN: Mr. Clancy/Mr. Epstein moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 12:11 p.m.

Respectfully submitted,

Arlene Westphal, Secretary